

TRAVIS COUNTY PERMITTING PROCEDURES
FOR MAJOR EVENTS IN UNINCORPORATED AREAS

1. Travis County uses the following procedures to approve or deny permits for Mass Gatherings under Chapter 751, Health & Safety Code, and Outdoor Music Festivals under Chapter 2104, Occupations Code. These procedures apply uniform standards and requirements for both. Mass gatherings and outdoor music festivals are referred to collectively herein as “events.” The County Judge has jurisdiction over mass gatherings. The Commissioners Court has jurisdiction over outdoor music festivals. If an event is subject to both statutes, a permit must be approved by both the County Judge and the Commissioners Court.
 - (a) A “mass gathering” is a gathering held outside city limits that attracts or is expected to attract:
 - (i) more than 2,500 persons; or
 - (ii) more than 500 persons, if 51 percent or more of those persons may reasonably be expected to be younger than 21 years of age and it is planned or may reasonably be expected that alcoholic beverages will be sold, served, or consumed at or around the gathering; and
 - (iii) at which the persons will remain:
 - (A) for more than five continuous hours; or
 - (B) for any amount of time during the period beginning at 10 p.m. and ending at 4 a.m.
 - (b) An “outdoor music festival” is any form of musical entertainment outside city limits provided by live performances on two or more consecutive days or on any two days during a three-day period if:
 - (i) more than 5000 persons attend any performance; and
 - (ii) any performer or audience member in not within a permanent structure.
2. To obtain a permit, an applicant must file with the Travis County Fire Marshal’s Office an application using the prescribed **Travis County Application for a Major Event Permit** form.

3. A promoter may file an application as soon as one year, but no later than 45 days, before the event.
4. The Fire Marshal's Office will distribute the application for review to the Austin/Travis County Health and Human Services Department, the Travis County Transportation and Natural Resources Department, and the Travis County Sheriff's Office (collectively, "County Departments"). The County Departments will investigate the applicant's preparations for the event. In addition, the County Judge is authorized to conduct any additional investigations that the County Judge deems necessary.
5. A public hearing before the Commissioners Court will be held within 15 days after the application is filed, but no later than the 31st day before the event. The Transportation and Natural Resources Department will provide public notice of the hearing by posting signs along roads in the vicinity of the event site. The Fire Marshal shall notify the promoter of the hearing date at least 10 days in advance.
6. The County Departments shall submit reports to the County Judge and Commissioners Court at least five days before the public hearing, and shall attend the hearing. In the report, each County Department shall address (i) whether the site for the event is one at which an event can be held in compliance with the **Travis County Major Event Permitting Guidelines**, and (ii) whether the promoter has the capacity to carry out an event in compliance with the **Travis County Major Event Permitting Guidelines**, including whether the promoter has carried out any past event that violated applicable requirements.
7. After the hearing is closed, the County Judge and/or Commissioners Court will make findings regarding the application and either approve or deny the permit. Input from County departments or members of the Court, testimony at the public hearing; other public comments; the requirements of Chapters 341 and 751, Health & Safety Code, and Chapter 2104, Occupations Code; the health and sanitation standards in 25 Tex. Admin. Code §§ 265.1-265.3, the public safety standards in 37 Tex. Admin. Code §§ 1.161-1.169, the information and standards in the **Travis County Major Event Permitting Guidelines**, and any other relevant information will serve as the basis for making the findings necessary to approve or deny the permit, as well as for any special conditions that are included in the permit.
8. If it is found that the promoter has the capacity to carry out the event and the site for the event is one at which the event can be held in compliance with the **Travis County Major Event Permitting Guidelines**, a Conditional Permit may be approved, subject to the requirement that the promoter will, no later than 15 days

before the event, provide to the County Departments all information required by the **Travis County Major Event Permitting Guidelines**, as well as sufficient information to determine compliance with any special conditions included in the permit.

9. No later than the 5th day before the event, a Conditional Permit may be revoked (i) for failure to provide information sufficient to demonstrate that preparations for the event ensure compliance with all applicable requirements, including the **Travis County Major Event Permitting Guidelines**, or (ii) if the permit was obtained by fraud or misrepresentation. The permittee will be given notice at least 24 hours before the revocation. If requested by the permittee, a hearing will be held on the revocation.

10. **Contact Information**

- Travis County Fire Marshal's Office
5555 Airport Blvd., Ste. 400
Austin, Texas 78751
(512) 854-4621, Fax (512) 854-6471
P.O. Box 1748
Austin, Texas 78767
- Travis County Health Authority
Austin/Travis County Health and Human Services Department
Environmental Health Services Division
1520 Rutherford Lane
Austin, Texas 78757
(512) 978-0300, Fax (512) 978-0322
P.O. Box 142529
Austin, Texas 78714
- Travis County Sheriff's Office
5555 Airport Blvd., Ste. 215
Austin, Texas 78751
Off-Duty Facilitator at (512) 854-7271
P.O. Box 1748
Austin, Texas 78767
- Travis County Transportation and Natural Resources Department
(regarding traffic control plans)
700 Lavaca Street, 5th Floor
Austin, Texas 78701
(512) 854-9383, Fax (512) 854-4697
P.O. Box 1748
Austin, Texas 78767
- 911 Addressing
(512) 974-2880